

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting May 5, 2003 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:30 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty and Robert Harms. Boardmember William Soby arrived at 7:49 p.m. Staff members present: Director of Libraries Victoria Johnson, Supervising Librarian Chris Doxtad, Administrative Library Susan Denniston and Recording Secretary Sandra Barajas.

2. AGENDA APPROVAL:

Robert Harms moved to approve the agenda as presented; seconded Tom Flaherty; motion carried unanimously.

3. APPROVAL OF MINUTES OF 04/07/03 MEETING:

Tom Flaherty moved to approve the minutes as presented; seconded by Pam Anderson; motion carried unanimously.

4. PUBLIC INPUT: None

5. NEW BUSINESS: None

6. WORK STUDY PROGRAM:

a. Collection Development Plans for Meeting Media Needs:

Supervising Librarian Chris Doxtad gave a brief overview of the library media collection, the budget amount for the media collection, the collection development policy, the process for selecting and acquiring media for the Adult and Children's collection and the challenges libraries are faced with due to the constant changing formats of media materials. Clarification was given that "media" materials are considered to be all items that are not in print format.

Discussion ensued regarding the following:

- Percentage of collection in the entertainment media versus informational media.
- Percentage of theft in the video/dvd collection.
- Amount of consideration given to motion picture ratings and the monitoring of the patron checking out the item against the rating.
- The role of the library in providing entertainment videos/dvds to patrons in comparison to non-fiction materials.

b. Consideration of Co-Sponsored Group Application - Friends of the Sunnyvale Library:

President Iris DeVere and Treasurer Alex McKale gave a brief overview of the roles, contributions and events by the Friends of the Sunnyvale Public Library.

Discussion ensued regarding:

- Reserve account
- The process used in determining the amount contributed to the various library collections
- Friends Wish List process

After brief discussion, Robert Harms moved to accept the co-sponsored group application as presented; seconded by Bill Soby; motion carried unanimously.

c. National Library Week Feedback:

National Library Week was April 6 to April 12, 2003. Library staff compiled all of the patron comments and compliments that were collected during the week for the Board to review. 97% of the comments are positive. Boardmembers received comments from patrons such as:

- Patrons abuse the express Internet station honor system
- Install time out software for Internet computers
- More technology books

7. OLD BUSINESS:

a. Budget Review:

Director Johnson provided an overview of the proposed library budget reductions for programs 636, 637 and 638. The proposed budget reductions were presented to City Council during an all day meeting on Friday, May 2, 2003 in Council Chambers. The library is proposing two revenue enhancements: 1.) increase the overdue fine from 20 cents to 25 cents and 2.) charge a fee of \$1.50 for a three day loan for video and dvd materials. City Council will be reviewing potential fees, charges and tax increases at the Tuesday May 6, 2003 City Council meeting.

Discussion ensued regarding the Bookmobile and Adult programs which are services to be eliminated or reduced.

b. Health and Safety Fair:

The Sunnyvale Health and Safety Fair will be held Saturday, May 10, 2003 at the Columbia Neighborhood Center from 11 a.m. to 4 p.m. Chairperson Jackie Harrison and boardmember Bob Harms will participate with library bookmobile staff at the event.

8. SAB (System Advisory Board) REPORT: None.

9. CHAIRPERSON'S REPORT:

Chairperson Harrison shared with staff and board a website flyer titled "Shop for the Library" a pilot program with the Woodland Public Library which is an Internet shopping mall to help offset budget cuts due to the State deficit. This is a grant funded project on which details will later be available.

Legislative Day was held on Wednesday, April 30 in Sacramento, California. Chairperson Harrison and Director Johnson attended. Along with other public, academic and school librarians and library supporters they met with Senator Byron Sher and support staff in the offices of Senator Vasconcellos and Assemblywoman Sally Lieber. Topics of these meetings included Transaction Based Reimbursement, the Public Library Foundation Fund and the Public Library Construction and Renovation Bond Act. The California State Library will be cutting 50% of their library materials budget.

The Legislative Issues Breakfast was held on Saturday, April 26 in Menlo Park. Director Johnson, Chairperson Harrison, Boardmember Soby, Mayor Miller and Councilmember Walker attended the event. The guest speaker for this year's event was State Senator Jackie Speier.

Chairperson Harrison praised staff for their work on the Library Newsletter "*Between the Lines*"

Boardmembers were provided with new CALTAC stickers for them to put on their California Association Library Trustees and Commissioners toolkit.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- At the Tuesday, April 8 City Council meeting the Library Sub-element was approved and adopted by Council and a proclamation in recognition of National Library Week was read and adopted. Councilmembers praised library staff for the great work.
- Library Staff will be presenting the Draft RTC: *Public Library Foundation Funds* to the Board on Monday, June 2 and is planned to go to Council on Tuesday, June 17.
- The new library brochure has been completed and is being distributed to new library patrons when they apply for a library card.
- The first edition of the new Sunnyvale Library Newsletter "*Between the Lines*" has been published and is available for library visitors. This will be a bi-monthly publication highlighting library collections and services along with upcoming programs.
- There are two public meetings scheduled on May 8 and May 13 to inform the public and gather input about potential fees, charges and tax increases.
- The City Manager's proposed budget will be released in mid-May, at a Council Budget Workshop on Tuesday, May 20 starting at 8 a.m. in Council Chambers. The public hearing meeting regarding the city budget for FY 03/04 will be held Tuesday, June 3.
- The library hosted the first session of a program series titled "What Freedom Means to You" (conversations on freedom) on Thursday, May 1 and had an attendance of 90 people.
- City Manager Bob LaSala, Supervising Librarian Sharon Kornhaus and Director Johnson meet via videoconference with the Chief Information Office with the Patent Office to discuss Sc[i]³ partnership challenges.

- The welcome desk was introduced to the public in April. Circulation and Public Services staff are staffing the desk.
 - The city will be hosting a Volunteer recognition event on Tuesday, May 6 from 5:30 to 7:00 p.m. in the lobby of Council Chambers. Library staff will be hosting a "Strawberry Social" reception for library volunteers and boardmember on Thursday, May 29 from 3:00 to 4:30 p.m. in the library program room.
 - Supervising Librarian Chris Doxtad represented the library at an information booth which was part of the opening of the Sunnyvale Skateboard Park on Saturday, May 3.
 - Program flyers and announcements were distributed.
11. BOARD INPUT:
Robert Harms shared with board and staff an article from the San Jose Mercury News.
- Pam Anderson requested information about the assertion that some city employees who said they had a lack of input regarding budget reductions. Director Johnson indicated that City employees are represented by four labor union; SEIU (Regular Part-time), SEA (Regular Full-time), COA (Management and Confidential) and PSOA (Public Safety) and that employees input was invited in various ways.
12. STAFF INPUT: None.
13. AGENDA BUILDING:
15. NEXT MEETING: 6/2/03, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, Tom Flaherty moved that the meeting be adjourned at 9:47 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries